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Job details

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Bulletin Number 45426BR
Type of Recruitment Transfer Opportunity
Department Mental Health
Position Title STAFF ASSISTANT I
Filing Type Standard
Filing End Date 10/20/2014
Filing End Time 5:00 pm PST

General Information

****DO NOT APPLY ONLINE****

Interested individuals should submit their résumé, last two annual performance evaluations, and the most current full year of the time history record by Monday, October 20, 2014, to:

Camelia Elias
Office of the Medical Director
550 South Vermont Avenue, 10th Floor, Los Angeles, CA 90020
Email directly to: celias@dmh.lacounty.gov
Phone: (213) 351-7267; Fax: (213) 738-4646

Only those individuals who possess the skills, ability, and experience that most closely meet the requirements of this position, as reflected in their résumé, will be invited for an interview.

Requirements Interested permanent County of Los Angeles employees must either be reachable on a current certification list or have passed their initial probationary period and currently hold the payroll title of Staff Assistant I.

Desirable Qualifications

- Ability to prioritize and multi-task.
- Excellent self-starter with follow-through and organizational, analytical, and management skills.
- Responsiveness, flexibility, and ability to work within short and unanticipated deadlines.
- Ability to work independently and as a team player.
- Ability to effectively interact with all levels of staff within the Department of Mental Health, other County departments, agencies, and the public.
- Proficient in Microsoft Word, Excel, Visio, and PowerPoint.
- Strong oral and written communication skills.

Duties

- Maintain/update spreadsheets relevant to temporary psychiatrist placements, hours worked, invoices, and expenditures; track and reconcile monthly invoices from contractors to ensure timely submissions and accuracy; maintain and post all relevant documents, communication, etc. pertaining to permanent psychiatrists (prospective and new hires) in OMD's shared file folders.

- Maintain/update Learning Net/Management Profile Survey System; monitor compliance with mandated training (e.g., Sexual Harassment, Equity, Ethics, Integrity, and Compliance, HIPPA Compliance) and clinical licensure requirements.
- Coordinate and prepare quarterly Overtime Requests.
- Provide information, such as locum tenens data for monthly reports, as requested by CIOB, the Compliance Unit, and other units.
- Complete reports and special projects, as needed.
- Maintain/update physician distribution lists; send out email notifications using distribution lists.
- Assist with improving procedures and making recommendations to resolve problems.
- Serve as administrative support liaison between OMD and other Programs, Bureaus, and Divisions.

Vacancy Information

The Office of the Medical Director (OMD) is recruiting a qualified individual to fill the vacant position of Staff Assistant I within OMD's central administrative unit.

DMH's Office of the Medical Director, 550 S. Vermont Avenue, 10th Floor, Los Angeles, CA 90020. This position is on a 9/80 work schedule, Monday through Friday, with alternating Friday RDO.

Available Shift Day**Contact Name** Camelia Elias**Contact Phone** 213-351-7267**Contact Email** celias@dmh.lacounty.gov**Job Field** Administration**Job Type** Administrative Support[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)